

**Board of Governors of the Federal Reserve System**

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**Instructions for Preparation of**

**Annual Report of Bank Holding Companies**

Reporting Form FR Y-6

Reissued December 2006 <sup>2007</sup>

# Instructions for Preparation of the Annual Report of Bank Holding Companies

## FR Y-6

### Who Must Report

The FR Y-6 is to be filed by all top-tier bank holding companies organized under U.S. law. In addition, the FR Y-6 must be filed by: any foreign banking organization that does not meet the requirements of and is not treated as a qualifying foreign banking organization under section 211.23 of Regulation K (12 CFR 211.23); and by any top-tier bank holding company that is organized under foreign law but is not a foreign banking organization.<sup>1</sup> Employee stock ownership plans (ESOP) that are also bank holding companies as defined under section 2(a)(1) of the Bank Holding Company Act and section 225.2(c) of Regulation Y must file the FR Y-6 if the ESOP is the top-tier bank holding company. The entities listed above will hence forth be referred to as the "Reporter."

In the case of multi-tiered bank holding companies that are direct or indirect subsidiaries of another bank holding company, the top-tier bank holding company must file the FR Y-6 on behalf of all lower tier bank holding companies. The top-tier bank holding company must submit individual responses to Report Items 3 and 4 for itself and for each subsidiary bank holding company. Individual responses to Report Items 1 and 2 for each subsidiary bank holding company would duplicate the information submitted by the top-tier bank holding company and are therefore not required.

Additional copies of this instruction book may be obtained from the Federal Reserve Bank in the district where the reporting bank holding company submits its

1. In general, a FBO that is or is treated as a 'qualifying foreign banking organization' under section 211.23 of Regulation K (12 CFR 211.23) is not required to file the FR Y-6. See Glossary for definition of a 'qualifying foreign banking organization.' In addition, a FBO that qualifies for a limited exemption under Regulation K is not required to file the FR Y-6. Such entities instead must comply with the reporting requirements of the FR Y-7, *Annual Reporting of Foreign Banking Organizations*.

FR Y-6 report or may be found on the Federal Reserve Board's public web site ([www.federalreserve.gov](http://www.federalreserve.gov)).

### Where to Submit the Reports

Submit to the *appropriate Federal Reserve Bank* (see the Glossary) the original report and the number of copies specified by that Reserve Bank. The original and all copies must include the required attachments.

All reports shall be made out clearly and legibly, submitted in typewritten form or in ink. Reports completed in pencil will not be accepted.

### When to Submit the Report

The FR Y-6 is required to be submitted as of the end of the top-tier bank holding company's fiscal year end.

The FR Y-6 must be filed with and received by the appropriate Federal Reserve Bank **no later than 90 calendar days** after the top-tier bank holding company's fiscal year end. Bank holding companies filing a tiered report should file as of the fiscal year end of the top-tier bank holding company. The report is due at the appropriate Federal Reserve Bank by 5:00 P.M. on the submission date. The filing of a completed report will be considered timely, regardless of when the report is received by the appropriate Federal Reserve Bank, if the report is mailed first class and postmarked no later than the third calendar day preceding the submission deadline. In the absence of a postmark, a company whose completed FR Y-6 is received late may be called upon to provide proof of timely mailing. A "Certificate of Mailing" (U.S. Postal Service Form 3817) may be used to provide such proof. If an overnight delivery service is used, entry of the completed original report into the delivery system on the day before the submission

# General and Report Item Instructions

deadline will constitute timely submission. In addition, the hand delivery of the completed original report on or before the submission deadline to the location to which the report would otherwise be mailed is an acceptable alternative to mailing such report. Companies that are unable to obtain the required officers' signatures on their completed original reports in sufficient time to file these reports so that they are received by the submission deadline should contact the Federal Reserve Bank to which they mail their original reports to arrange for the timely submission of their report data and the subsequent filing of their signed reports.

If the submission deadline falls on a weekend (Saturday or Sunday) or holiday, the report must be received by 5:00 P.M. on the first business day after the weekend or holiday. Any report received after 5:00 P.M. on the first business day after the weekend or holiday deadline will be considered late unless it has been postmarked three calendar days prior to the original weekend or holiday submission deadline (original deadline), or the institution has a record of sending the report by overnight service one day prior to the original deadline.

## How to Prepare the Report

### A. Confidentiality

Once submitted, a FR Y-6 report becomes a Federal Reserve Board (Board) record and may be requested by any member of the public pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Under the FOIA, Board records generally must be disclosed unless they are determined to fall, in whole or in part, within the scope of one or more of the FOIA exemptions from disclosure. See 5 U.S.C. § 552(b)(1)-(9).

The exempt categories include (but are not limited to) "trade secrets and commercial or financial information obtained from a person and privileged or confidential" (exemption 4), and information that, if disclosed, "would constitute a clearly unwarranted invasion of personal privacy" (exemption 6). A Reporter may request confidential treatment for any information submitted on the FR Y-6 that the Reporter believes is exempt from disclosure under FOIA. The Reporter must follow the steps outlined immediately below, and certify on the completed and signed Cover Page to the FR Y-6 that these steps have been followed.

Reporters requesting confidential treatment of information are hereby advised that Board policy strongly favors disclosure of the names and the number and percentage of voting securities provided in response to Report Item 3 that pertain to securities holders who control 10 percent or more of any class of voting securities of a bank holding company or bank, unless there is shown to be a well-defined present threat to the liberty or personal security of individuals. Reporters are further advised, with respect to Report Item 4, that the Board typically grants confidential treatment to information regarding insiders' position, title, and securities holdings in companies unrelated to the Reporter, unless such information is otherwise publicly available. These policies shall not preclude a Reporter from raising any ground for confidential treatment of such information that may be available under the FOIA.

Reporters that seek confidential treatment for specific report item responses to the FR Y-6 must divide their report submission into two parts, filed simultaneously. The separately bound confidential volume should be accompanied by a cover page marked "confidential" and include only those report item responses for which confidential treatment is requested. The public volume should include responses to all of the report items. The responses to those items for which confidential treatment is requested should indicate that the responsive data may be found in the confidential volume. They also should clearly describe or visually indicate the amount of information for which confidential treatment is sought.

The Reporter also must submit a letter concurrent with submission of the two-part FR Y-6, identifying the specific information for which confidential treatment is sought, providing legal justification for the request, and describing the specific harm that would result from disclosure of the information. Unsupported or conclusory statements that disclosure will cause competitive harm or result in an invasion of privacy will be considered insufficient to support the request for confidential treatment.

Reporters must submit a request for confidential treatment at the time of filing this report even if they previously requested (and were or were not accorded) confidential treatment for the same information as filed on a previous FR Y-6 report or as otherwise provided to the Board.

# General and Report Item Instructions

Information for which confidential treatment is requested may be released subsequently by the Federal Reserve System if the Board determines that the disclosure of such information is required by law or in the public interest. In general, Federal Reserve staff will notify the Reporter before releasing information for which confidential treatment has been requested. For further information on the procedures for requesting confidential treatment and the Board's procedures for addressing such requests, consult the Board's Rules Regarding Availability of Information, 12 CFR part 261, including 12 CFR 261.15, which governs requests for confidential treatment.

## B. Additional Information

The Federal Reserve System reserves the right to require the filing of additional statements and information if the information submitted in the FR Y-6 report is not sufficient to appraise the financial soundness of the bank holding company or to determine its compliance with applicable laws and regulations. The Reporter must follow the steps outlined in the section immediately above with respect to any additional information for which it seeks confidential treatment.

## C. Audit Requirements

Top-tier bank holding companies do not have to submit *audited* financial statements as part of the requirements of the FR Y-6. However, the Federal Reserve requires that top-tier bank holding companies with total consolidated assets of \$500 million or more as of the end of the bank holding company's fiscal year must have an annual audit of its consolidated financial statements in accordance with generally accepted auditing standards (balance sheets, statements of income, changes in equity capital, and cash flows, with accompanying footnote disclosure) by an independent public accountant. The scope of the audit engagement shall be sufficient to permit such accountant to determine and report whether the financial statements are presented fairly and in accordance with generally accepted accounting principles. Bank holding companies who must comply with this audit requirement must have their audited financial statements on file and readily available for their appropriate Federal Reserve Bank. In addition, the Federal Reserve may request audited consolidated

financial statements from any bank holding company with total consolidated assets of less than \$500 million if deemed warranted for supervisory purposes.

## D. Signatures

The *Annual Report of Bank Holding Companies* (FR Y-6) is required to be signed by one director of the top-tier bank holding company. This individual should also be a senior official of the top-tier bank holding company. In the event that the top-tier bank holding company does not have an individual who is a senior official and is also a director, the chairman of the board must sign the report.

## E. Amended Reports

The Federal Reserve may require the filing of an amended *Annual Report of Bank Holding Companies* if the report as previously submitted contains significant errors. In addition, a Reporter should file an amended report when internal or external auditors make audit adjustments that result in a restatement of financial statements previously submitted to the Federal Reserve. The Reporter must follow the steps outlined in Section A above, with respect to any additional information for which it seeks confidential treatment.

## F. Monitoring of Regulatory Reports

Federal Reserve Banks will monitor the filing of all regulatory reports to ensure that they are filed in a timely manner and are accurate and not misleading. Reporting deadlines are detailed in the When to Submit the Reports section of these General Instructions. Additional information on the monitoring procedures is available from the Federal Reserve Banks.

## G. What Must Be Submitted

Top-tier bank holding companies must submit responses to each of the following report items. If certain report items are not applicable to the reporting bank holding company, a response of "No", "None" or "Not Applicable", as appropriate, must be reported for those report items. Otherwise, Reserve Bank staff will contact the Reporter to ensure the response is complete.

# General and Report Item Instructions

## Cover Page:

The completed cover page of the FR Y-6 must be signed by an authorized person that is *both a director and officer* of the top-tier bank holding company. The signed cover page should be submitted with the FR Y-6 report as it is considered part of the FR Y-6 report.

## For Use By Tiered Bank Holding Companies:

The top-tier bank holding company of a tiered bank holding company must complete the information required for each of its subsidiary bank holding companies. COV-2 should be submitted with the FR Y-6 report.

## Report Item 1: Annual Report to Shareholders

A bank holding company that prepares an annual report for its shareholders and is **not registered** with the Securities and Exchange Commission (SEC) must submit the number of copies of the annual report specified by the appropriate Reserve Bank with its FR Y-6. If the annual report is not available by the submission date, the bank holding company must inform the appropriate Federal Reserve Bank that it will forward its annual report to the appropriate Federal Reserve Bank as soon as practicable.

A top-tier bank holding company that is not registered with the SEC must indicate on the cover page (per checkbox at lower left-hand corner) that an annual report to shareholders: (a) is included with the FR Y-6 report, (b) will be sent under separate cover, or (c) is not prepared. An annual report is to be submitted to the Federal Reserve only if such a report is created for shareholders. Bank holding companies do not need to create an annual report if such report is not normally created for shareholders.

Bank holding companies may be required to submit, at the discretion of their appropriate Federal Reserve Bank, free-form comparative financial statements, footnotes and any other information that is deemed necessary by their appropriate Federal Reserve Bank to fulfill its supervisory responsibilities. The Federal Reserve may request that such financial statements and footnotes be audited by an independent public accountant.

## Report Item 2: Organization Chart

Submit an organization chart indicating the Reporter and its interest in all entities as defined below. This includes: (a) companies reportable on the *Report of Changes in Organizational Structure* (FR Y-10) and (b) additional companies reportable on the FR Y-6. The organization chart may be in a diagram or list format. It should disclose the:

1. full legal names (use abbreviations **only** if part of the legal name);
2. legal address (i.e., city and state/country) of each entity;
3. intercompany ownership and control relationships (including any interest held by a Reporter in an entity through more than one direct holder); and
4. percentage ownership (of voting and nonvoting equity or other interests) by each direct holder.

As described below the FR Y-6 Organization Chart may have companies in addition to those reportable on the FR Y-10. The top-tier bank holding company may choose how to report those differences using one of the following two options. One option is a single organization chart, annotated to indicate those companies reportable on the FR Y-6 Organizational Chart, but not reportable on the FR Y-10. Option two is an organization chart showing the companies that are solely reportable on the FR Y-10 and a separate listing that shows companies that are reportable on the FR Y-6 but are not reportable on the FR Y-10.

### *Companies reportable on the FR Y-10 and thus reportable on the FR Y-6:*

- (1) Top-tier bank holding companies organized under U.S. law, regardless of financial holding company status;
- (2) Foreign banking organizations that do not meet the requirements of and are not treated as qualifying foreign banking organizations under section 211.23 of Regulation K;
- (3) Bank holding companies, U.S. banks or foreign banking organizations in which a Reporter directly or indirectly in the aggregate controls, owns, or holds, more than 5 percent of any class of voting

# General and Report Item Instructions

securities,<sup>2</sup> or which the Reporter otherwise directly or indirectly controls;

- (4) Companies other than bank holding companies, U.S. banks or foreign banking organizations ("Nonbanking Companies" for purposes of the FR Y-6) that the Reporter controls directly or indirectly.<sup>3</sup> This includes financial and other nonbank subsidiaries of national or state banks controlled by a bank holding company;
- (5) Large banking and insurance company investments made by an affiliate of a financial holding company are reportable if the financial holding company and its affiliates on a combined basis acquired more than 5 percent of the voting securities, assets, or ownership interest of a company engaged in a nonfinancial activity at a cost that exceeds the lesser of 5 percent of the parent financial holding company's Tier 1 capital (or total capital for FR Y-9SP filers) or \$200 million;
- (6) Any entity not mentioned above that is required to file a regulatory financial report with the Federal Reserve System; and
- (7) Any company (even if it does not otherwise meet the reporting criteria) that is both a subsidiary of the Reporter and a parent of a reportable company.

This list of companies reportable on the FR Y-10 includes a Reporter's directly or indirectly held subsidiaries that are direct or indirect holders of any of the above companies.

## ***Additional companies reportable on the FR Y-6:***

Include Nonbanking Companies in which the Reporter

2. In general, a Reporter is considered to control all securities which it or its subsidiaries have the power to vote, but not securities held in a fiduciary capacity. However, securities held by a Reporter (or its subsidiary) as fiduciary are deemed controlled by the Reporter if the securities are held for the benefit of employees, securities holders, members, affiliates of the Reporter or any Reporter subsidiary, or if the securities are of a bank holding company or bank organized under U.S. law and the Reporter has directly or indirectly had the sole power to vote the securities for more than 2 years. In addition, a security that is convertible into a voting security at a holder's option is deemed to be a securities of the class into which the security is convertible. The bank holding company should check to see if any other basis for control exists (such as a management agreement or the power to control the election of a majority of directors).

3. To determine whether one company controls another company, apply the standard for control as defined in the Glossary of the FR Y-10.

directly or indirectly in the aggregate controls more than 5 percent, but less than 25 percent, of the outstanding shares of any class of voting securities. With respect to such companies, a Reporter need not report on its organizational chart the exact percentage of the voting securities that it controls, and need only indicate that the company is not reportable on the FR Y-10.

## ***Companies not reportable on the FR Y-6 Organization Chart:***

- (1) *Inactive Companies:* Any company that exists as a matter of law, but does not engage in any business activity. The company becomes reportable once it begins to engage in business. Note that inactive companies include companies that have been set-up as name-saving organizations or have been formed or incorporated but do not yet conduct any business activity. Any company that is inactive as of the end of the reporting period does not need to be reported on the FR Y-6;
- (2) *Companies Held by a Small Business Investment Company:* Any company controlled directly or indirectly by a Small Business Investment Company that is registered with the Small Business Administration, unless the interest in the company is a reportable merchant banking or insurance company investment on the FR Y-10;
- (3) *Debts Previously Contracted:* Any nonbanking company acquired in full or in part to satisfy a debt previously contracted or that solely holds assets acquired in satisfaction of a debt previously contracted;
- (4) *Interests Held as Collateral:* Interest held solely as collateral securing an extension of credit.
- (5) *Companies Controlled Through an Insurance Underwriter:* Any nonbanking company organized under U.S. federal or state law, if controlled directly or indirectly by an insurance underwriter. This exception does not apply to any of the following: (a) a Nonbanking Company that is the underwriter's highest-tier provider in the U.S. of any primary line of insurance, (b) a Nonbanking Company required to file a financial report with the Federal Reserve System, or (c) any interest that is a reportable merchant banking or insurance company investment;

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- (6) *Advising and Administering a Mutual Fund:* Note that advising and administering a mutual fund does not by itself constitute a reportable interest of a Reporter in a fund;
- (7) *Special Purpose Vehicles (SPV):* Any company formed for specific leasing transactions, such as a special purpose vehicle engaged in a single leasing transaction;<sup>4</sup>
- (8) *Companies Required to be Conformed or Divested:* Any company which must be divested, or the activities of which must be conformed, pursuant to Sections 4(a)(2) or 4(n)(7) of the Bank Holding Company Act or pursuant to a commitment made to the Board or the Federal Reserve Bank (see also 12 C.F.R. 225.85); and
- (9) *Other Merchant Banking or Insurance Company Investments.* Unless such an investment is reportable on the FR Y-10 (see above), it is not reportable on the FR Y-6.
- (10) *Public Welfare Investments.* Public welfare investments subject to prior-notice or post-notice filing requirements with federal banking agencies (such as a CD-1 or H-6), if held through a company that has been reported on the FR Y-10 and that is principally engaged in community development or public welfare investment activities.

See Appendix A for a sample organization chart.

## Report Item 3: Securities holders

*The top-tier bank holding company must file Report Item 3. In a multi-tiered bank holding company organization the top-tier bank holding company must also submit as part of its FR Y-6 a separate Report Item 3 for each lower tier bank holding company.*

- (1) List each securities holder, of record, that directly or indirectly owns, controls, or holds with power to vote 5 percent or more of any class of voting securities of the bank holding company as of the fiscal year end of the bank holding company. In addition, list each person or entity that holds options, warrants or other securities or rights that can be

converted into or exercised for voting securities, which, in their aggregate, and including voting securities currently held, would equal or exceed 5 percent of any such class of voting securities. For example, an individual or entity that currently holds 2 percent of a class of voting securities and options that would represent an additional 3 percent of such class of voting securities if exercised should be included in this report item. When the shares of the bank holding company are held by a nominee or in street names, list beneficial owners to the extent information is available. For bank holding companies that are partnerships, list each partner who has a 5 percent or more ownership interest. Also, include all general partner interests in each reportable bank holding company.

For each securities holder, include any entity listed above, provide the following:

- (a) Name, city and state/country (*do not include the street address or social security number*);
- (b) Country of citizenship (if an individual) or country of incorporation (if a company); and
- (c) Number of securities and percentage of each class of voting securities owned, controlled, or held with power to vote (listing separately the number of options, warrants or other securities or rights) or, in the case of a partnership, the proportionate interest.

- (2) List any securities holder not listed in section 3(1) above that owned or controlled 5 percent or more of any class of voting securities in the bank holding company during the fiscal year for which the report is being filed. In addition, list each person or entity that held options, warrants or other securities or rights that could have been converted into or exercised for voting securities, which, in their aggregate, and including voting securities held, would have equaled or exceeded 5 percent of any such class of voting securities.

For each securities holder, including any entity referenced above, list the following:

- (a) Name, city and state/country (*do not include street address or social security number*);

4. Note that an interest in a Variable Interest Entity (as defined in Financial Accounting Standards Board Interpretation No. 46) typically will not be reportable on either the FR Y-6 or FR Y-10 so long as the Reporter does not control the entity.

# General and Report Item Instructions

(b) Country of citizenship (if an individual) or country of incorporation (if a company); and

(c) Number of securities and percentage of each class of voting securities owned, controlled, or held with power to vote (listing separately the number of options, warrants or other securities or rights) or, in the case of a partnership, the proportionate interest.

For trusts that meet the definition of a company contained in Regulation Y (12 CFR 225.2(d)), including employee benefit plans (i.e., ESOPs, profit sharing trusts, etc.) that are bank holding companies, report each trustee or designated individual that has the power to vote those securities held in the employee benefit plan. In addition, describe the provision in the trust for voting the securities controlled by the plan.

The estate of deceased securities holder should be recorded as the securities holder of record until the estate has been settled.

See Appendix A for a sample of a securities holder list.

## Report Item 4: Insiders

*The top-tier bank holding company must file Report Item 4. In a multi-tiered bank holding company organization the top-tier bank holding company must also submit as part of its FR Y-6 a separate Report Item 4 for each lower tier bank holding company.*

List each principal securities holder, director, trustee, partner, executive officer, or person exercising similar functions, regardless of title or compensation, as of the fiscal year end of the bank holding company, showing the following:

- (1) Name, city and state/country (*do not include street address or social security number*);
- (2) Principal occupation, if other than with the bank holding company;
- (3) Title or position with:
  - (a) the banking holding company;
  - (b) all direct and indirect subsidiaries (including the name of the subsidiary(s)) of the bank holding company; and
  - (c) any other company in which the person is a

director, trustee, partner, or executive officer; and

(4) Percentage of each class of voting securities owned, controlled, or held with power to vote in:

- (a) the bank holding company;
- (b) direct and indirect subsidiaries (including the name of the subsidiary(s)) of the bank holding company; and
- (c) any other company, if 25 percent or more of its outstanding voting securities or proportionate interest in a partnership are held. List the name of the company and the percentage of voting securities owned, controlled, or held with power to vote.

For purposes of Report Item 4, the following definitions apply:

An “*executive officer*” of a company or bank generally means a person who participates or has authority to participate (other than in the capacity of a director) in major policy-making functions of the company or bank, whether or not:

- (1) the officer has an official title,
- (2) the title designates the officer an assistant, or
- (3) the officer is serving without salary or other compensation.

Trustees and administrative committee members are considered executive officers of an employee benefit plan.

An “*insider*” means an executive officer, director, or principal securities holder, and includes any related interest of such a person.

A “*principal securities holder*” generally means an individual or a company (other than an insured bank) that directly or indirectly, or acting through or in concert with one or more persons, owns, controls, or has the power to vote more than 10 percent of any class of voting securities of a member bank or company.

A “*Company*” means any corporation, partnership, trust (business or otherwise), association, joint venture, pool syndicate, sole proprietorship, unincorporated organization, or any other form of business entity not specifically listed herein. However, for purposes of this report, the term does not include:

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## General and Report Item Instructions

(1) An insured depository institution (as defined in 12 U.S.C. 1813); or

(2) A corporation the majority of the shares of which are owned by the United States or by any State.

For complete definitions of these terms, see Federal Reserve Regulation O (12 CFR 215).

**See Appendix A for a sample of an Insider list.**

# Appendix A

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## FR Y-6 Example Format and Guidance\*

\* Under the Federal Reserve Board's Regulatory Reports Monitoring Program, required items for non-automated reports should be appropriately completed and contain all of the specified information. If a required item is not appropriately completed, containing all the specified information, the report will be considered to be false. The reporting bank holding company has discretion regarding the format of this report as long as each reporting item is included in the report. This example does not include every situation or relationship that is reportable in the FR Y-6 report. It is solely intended to provide bank holding companies assistance in completing the FR Y-6.

**FR Y-6**

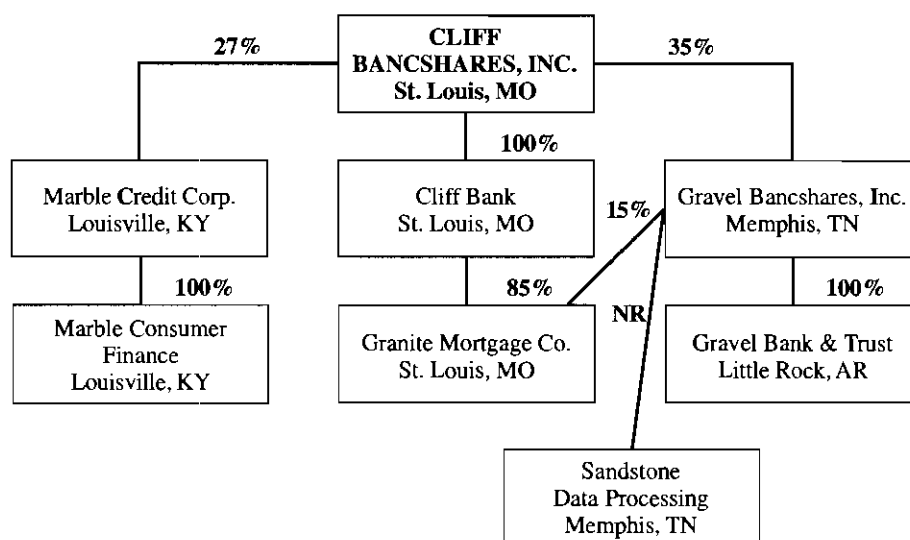
Example Format and Guidance

**SAMPLE****Organization Chart**

- 1: Include the full legal name and the city and state (U.S. entities) or the city and country (non-U.S. entities) or the physical location of the principal office.
- 2: Include all entities of which more than 5 percent of any class of voting shares is owned or controlled and all entities, regardless of the amount of voting shares owned, that are otherwise controlled by the top-tier bank holding company, directly or indirectly through subsidiaries.

**Report Item**

- 1: The bank holding company prepares an annual report for its shareholders. Two copies are enclosed.
- 2: Organizational Chart



NR= Ownership percentage not reportable on the FR Y-10. **Percentage of ownership is less than 25% and the companies are not controlled by any other means.**

Example Format and Guidance

**SAMPLE**

**Form FR Y-6**  
**Legal Title of Bank Holding Company**  
**Fiscal Year Ending December 31, 20XX**

**Report Item 3: Shareholders**

(1)(a)(b)(c) and (2)(a)(b)(c)

Current Shareholders with ownership, control or holdings of 5% or more with power to vote as of fiscal year ending 12-31-20XX

Shareholders not listed in 3(1)(a) through 3(1)(c) that had ownership, control or holdings of 5% or more with power to vote during the fiscal year ending 12-31-20XX

| (1)(a)<br>Name & Address<br>(City, State, Country)                  | (1)(b)<br>Country of Citizenship<br>or Incorporation | (1)(c)<br>Number and Percentage of<br>Each Class of Voting<br>Securities | (2)(a)<br>Name & Address<br>(City, State, Country) | (2)(b)<br>Country of Citizenship<br>or Incorporation | (2)(c)<br>Number and Percentage of<br>Each Class of Voting<br>Securities                      |
|---|--|--|--|--|---|
| James Doe<br>Anywhere, MO   | USA  | 720 - 27% Common<br>Stock<br>100 - 4% Options<br>on Common Stock         | Jeanine Doe<br>Anywhere, MO                        | USA  | 160 - 6% Common<br>Stock<br>(repurchased)<br>160 - 6% Options<br>on Common Stock<br>(expired) |
| Cindy Doe<br>Anywhere, MO   | USA  | 665 - 25% Common<br>Stock  | ABC Company<br>St. Louis, MO                       | USA  | 100 - 50% Pre-<br>ferred Stock<br>(repurchased)   |
| Gregory Doe<br>Anywhere, MO   | USA  | 293 - 11% Common<br>Stock  | XYZ Company<br>St. Louis, MO                       | USA  | 100 - 50% Pre-<br>ferred Stock<br>(repurchased)   |
| Taylor Family<br>Trust<br>John Taylor -<br>Trustee<br>St. Louis, MO | USA  | 160 - 6% Common<br>Stock   |  |  |   |
| Mary Doe<br>Anywhere, MO  | USA  | 60 - 2% Common<br>Stock<br>160 - 6% Options<br>on Common Stock           |  |  |   |
| The estate of<br>Joe Doe<br>St. Louis, MO                           | USA  | 135 - 5% Common<br>Stock   |  |  |   |

Example Format and Guidance

**SAMPLE**

**Form FR Y-6**  
**Legal Title of Bank Holding Company**  
**Fiscal Year Ending December 31, 20XX**

**Report Item 4: Insiders**  
**(1), (2), (3)(a)(b)(c), and (4)(a)(b)(c)**

| (1)<br>Names &<br>Address<br>(City, State,<br>Country) | (2)<br>Principal<br>Occupation if other<br>than with Bank<br>Holding Company | (3)(a)<br>Title & Position<br>with Bank Holding<br>Company | (3)(b)<br>Title & Position<br>with Subsidiaries<br>(include names<br>of subsidiaries) | (3)(c)<br>Title & Position<br>with Other<br>Businesses<br>(include names<br>of other<br>businesses) | (4)(a)<br>Percentage of<br>Voting Shares in<br>Bank Holding<br>Company | (4)(b)<br>Percentage of<br>Voting Shares in<br>Subsidiaries<br>(include names<br>of subsidiaries) | (4)(c)<br>List names of<br>other companies<br>(includes<br>partnerships)<br>if 25% or more of<br>voting securities are<br>held (List names<br>of companies and<br>percentage of<br>voting securities<br>held) |
|--|--|--|---|---|--|---|---|
| James Doe<br>Anywhere, MO                              | N/A  | Director &<br>Chairman                                     | Director &<br>President<br>(Cliff Bank)   | N/A   | 27%  | None  | N/A   |
| Cindy Doe<br>Anywhere, MO                              | N/A  | Director &<br>President                                    | Director &<br>Vice<br>President<br>(Cliff Bank)                                       | N/A   | 25%  | 5%<br>(Cliff Bank)  | N/A   |
| Gregory Doe<br>Anywhere, MO                            | N/A  | N/A  | N/A   | N/A   | 11%**  | None  | N/A   |
| Mary Doe<br>Anywhere, MO                               | Manufactur-<br>ing<br>Widget Corp.   | Director   | None  | President -<br>Widget Corp.<br>Anywhere, MO   | 2%   | None  | Widget Corp.<br>(35%)   |
| Jeanine Doe<br>Anywhere, MO                            | College<br>Administra-<br>tor  | Director &<br>Sec./<br>Treasurer                           | None  | President<br>Anywhere<br>College<br>Anywhere, MO  | None   | 2%<br>(Cliff Bank)  | N/A   |

\*\* Note: Although Gregory Doe is not a director or officer of the bank holding company, information must be provided because he is considered a "principal shareholder" of the bank holding company. This definition can be found in the FR Y-6 instructions.

## INSERT A

### Report Item 2b: Domestic Branch Listing

Shortly after a Reporter's fiscal year-end, the Federal Reserve will provide each Reporter with a list of domestic branches (henceforth referred to as a branch report) of each domestic depository institution (including thrifts) and Edge and agreement corporations within the Reporter's organization. The Reporter is required to verify and reconcile the branch report(s) against the actual domestic branches of each depository institution, including Edge and agreement corporations that were in operation as of its fiscal year-end. Any corrections, including closures, openings, and additions to the branch report(s) shall be submitted with the FR Y-6 report by the deadline date. Additionally, the verification of all branch structure data, including any corrections, shall be reported to the appropriate Federal Reserve Bank using the same format provided by the Federal Reserve Bank.

Information is required for all reportable domestic branches and offices (henceforth referred to as branches). Domestic branches are defined as: 1) branches located in the fifty states of the United States, which are branches of U.S. depository institutions; and 2) branches located in the U.S. territories, which are located in the same territory as their head office depository institution.

For purposes of this report item, a branch is any location or facility of a domestic depository institution, including the main office, where any of the following occur: accounts are opened, deposits are accepted, checks are paid or loans are granted. Reportable branches include, but are not limited to: brick and mortar locations, drive-in facilities, mobile/seasonal offices, offices on military bases of government installations, paying or receiving stations or units (not stand-alone Automated Teller Machines (ATMs)), and Internet and Phone Banking locations where a customer can open accounts, make deposits or borrow money.

The following information should be verified for each branch:

- Popular name of the branch (please include the word mobile in the popular name of a mobile office),
- Date the branch opened, closed, or experienced a change,

- Street address (post office boxes are not appropriate),
- City,
- County,
- State or province,
- Country,
- Zip or postal code, and
- Applicable branch service type.

#### Branch Service Type

The following branch service types should be verified for each branch.

**Full Service** – A branch that accepts deposits, makes loans, opens/closes accounts, has a loan officer and full-time staff on site, maintains normal hours, and may have safe deposit facilities on site. The site may be owned or leased by the institution or located in a retail facility such as a supermarket.

**Limited Service** – A branch that accepts deposits and payments; however, it may not offer other services. Examples include a Military Facility that operates on a military base for the sole purpose of cashing military and government payroll checks, a drive-through facility that can accept deposits and make payments but may not offer other services, a mobile/seasonal or otherwise temporary branch that may not have a fixed location or is only open for a limited period, or a limited service facility located in a retail establishment. When reporting the current address for a mobile branch, use the address of the main office.

**Trust** – An office that only conducts trust activities and does not accept deposits.

**Electronic Banking** - A facility with phone, PC, and/or website services through which customers can open accounts, apply for loans, make fund transfers into accounts and other types of electronic transactions from a remote location.

NOTE: For Electronic Banking branches, the current address should be the same as that of the operations center that performs the back room operations associated with this activity.

*Note: A branch does not include Administrative offices, Loan Production offices, Consumer Credit offices, stand-alone ATMs, Contractual offices,*

## INSERT A

*Customer Bank Communications Terminals (CBCT)  
and Electronic Fund Transfer Units (EFTU).*